



# **Nevada City Parks & Recreation**

## **Program Proposal**

**Mail or Drop off proposal to:**  
317 Broad St. Nevada City, CA 95959 (530) 265-2496

### **Contact Information**

For Parks & Recreation Dept:

Contact Person "Instructor": \_\_\_\_\_

Organization/Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

For the Public (post on website, flyers, etc)

Instructor Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Website address: \_\_\_\_\_

### **Program/Class Information**

This information will be used to post your class on the City's website as well as to approve the class. So please give a description that can be used for marketing purposes. Fees can be per class, per month or however the instructor plans to collect fees.

Program/Class Title: \_\_\_\_\_

Dates/Days Requested: \_\_\_\_\_

Program times requesteed: Start \_\_\_\_\_ End \_\_\_\_\_

Set up time: \_\_\_\_\_ Clean up time \_\_\_\_\_

Instructor credentials/experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Program/Class Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fees: \_\_\_\_\_

## **Program Guidelines**

- City of Nevada City will receive 30% of program fees. The Instructor will be responsible for collecting registration forms, City Waivers and fees. 30% of registration fees will go to the City on a quarterly basis. An invoice will be mailed to instructors as a reminder of fees due to the City.
- Instructors must sign a contract with the City of Nevada City, stating the details of the program and fee structure.
- Instructors are responsible for clean up of the facility after each use.
- As a Nevada City Parks & Recreation program, programs occurring at a City facility will have insurance coverage, unless otherwise stated on the Instructor Contract.
- Instructors will be given a key to the facility. The facility should only be used during regularly scheduled program times. Any other use times need to be cleared through the Nevada City Parks & Recreation Supervisor.
- Instructors are responsible for their own set up and tear down of any tables, chairs or program supplies.
- If Instructors need to store supplies at the facility, there will be an additional \$35 monthly charge. Storage is not guaranteed.